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**CALIFORNIA
DEPARTMENT
OF
EDUCATION**

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May 1, 2000

To: Interested Applicants

From: Susan M. Bennett, Administrator
Educational Options Office

Subject: Request for Applications (RFA):
Grants to Establish Countywide Foster Youth Services Programs

The California Department of Education (CDE) is soliciting noncompetitive applications from county offices of education to implement the Countywide Foster Youth Services (FYS) Program.

Enclosed is the Request for Application (RFA) for the 2000-2001 Countywide FYS Program. County offices of education, a consortium of school districts in cooperation with the county office of education, or a consortium of counties as a single applicant are eligible to submit an application to the CDE, Educational Options Office, to offer a program that provides case management services to foster youth residing in group homes.

The countywide FYS grants are intended to establish or expand FYS programs through funding first provided in the 1998 Budget Bill, enacted in tandem with Senate Bill 933 (Thompson, Chapter 311, Statutes of 1998). The intent of this grant is to make services available to all children and youth ages 4 to 21 who reside in group homes in every California county. **The Department will accept only one application per county or consortium.**

Interested applicants must submit their applications to the Educational Options Office by 4:00 p.m. on June 30, 2000 to be eligible for consideration for funding. Send or deliver completed applications labeled:

Application for Foster Youth Services Program Grant
Educational Options Office
660 J Street, Suite 400
Sacramento, California 95814
Attention: John Boivin

Please contact John Boivin, FYS Program Coordinator, at (916) 445-6217 if you have questions about the FYS program or the application process.

Countywide Foster Youth Services Program

Education Code sections 42920-42925
Budget Act of 1998

**Request for Applications
For 2000-2001 Grants
May 1, 2000**

**Educational Options Office
California Department of Education
660 J Street, Suite 400
Sacramento, California 95814
(916) 322-5012**

2000-2001 Countywide Foster Youth Services Program

Request for Application

Table of Contents

I.	Program Overview.....	1
A.	Background	1
B.	Purpose	2
C.	Key Concepts	3
II.	Grant Information.....	7
A.	Applicant Eligibility.....	7
B.	Critical Dates for 2000-2001 Grants.....	7
C.	Submission and Evaluation of Applications	7
D.	Withdrawal of Application	8
E.	Required Program Components	8
F.	Clarification of this RFA	11
III.	Application Content.....	11
A.	Grant Narrative.....	11
1.	Local Advisory Group.....	12
2.	Countywide Need for FYS Program.....	12
3.	Existing Resources.....	13
4.	Goals and Objectives	13
5.	Program Design and Content.....	13
6.	Organizational Structure	13
7.	Measuring and Reporting Outcomes.....	13
8.	Timeline	14
B.	Budget and Budget Narrative.....	14
C.	Requirements, Forms and Certifications	14
1.	Application Format	14
2.	Application Cover Sheet.....	14
3.	Program Narrative.....	15
4.	Consortium Signature Form	15
5.	Collaborative Signatures Form	15
6.	Drug-Free Workplace Certification	15
IV.	Application Review.....	15
A.	Step 1: Screening for Technical Requirements.....	15
B.	Step 2: Evaluation of Content	16
C.	Grievance Process.....	19
V.	Grant Award Terms.....	19
A.	Compensation.....	19
B.	Retention of Records	19

VI.	Resources	20
VII.	Attachments	22
	A. Application Package Checklist	
	B. Anticipated Funding Levels	
	C. Application Cover Sheet	
	D. Consortium Signature Form	
	E. Collaborative Signatures Form	
	F. Sample Budget	
	G. Drug-Free Workplace Certification	

Request for Applications Countywide Foster Youth Services Program

The 2000 Budget Bill will provided a minimum of \$6 million dollars for local funding to continue the expansion of the Countywide Foster Youth Services (FYS) programs begun in 1998-99. The intent of the countywide FYS program is to make foster youth services available to every child and youth, ages 4 to 21, residing in a licensed children's institution (group home) throughout California.

In February of 1999 the California Department of Education (CDE) released the initial Request for Application (RFA) to all county offices of education and school districts soliciting applications to implement the Countywide Foster Youth Services (FYS) Program. Through this initial noncompetitive process, the CDE funded 24 counties to implement the new program on a countywide basis. The 1999 Budget Bill provided \$6 million in funding in fiscal year 1999-2000 to support existing programs and to expand the Countywide Foster Youth Services Program. Currently, 32 county offices are funded to provide foster youth services.

This Request for Application seeks applications from counties that did not submit an application for funding during the 1999/2000 fiscal year. Eligible applicants include county offices of education, a consortium of school districts in cooperation with the county office of education, or a consortium of counties as a single applicant interested in developing a countywide FYS program. **The Department will accept only one application per county or consortium.**

Members of the California State Legislature have proposed legislation that would further expand funding for the FYS program in the 2000-2001 fiscal year to provide services to all school age foster children. This proposal would provide for a substantial increase in funding. The specific dollar amounts for fiscal year 2000-2001 for the Countywide Foster Youth Services Program — including funds for expanded services — will not be known until the Budget Bill is signed by the Governor.

I. Program Overview

A. Background¹

Many of the children placed in foster care have suffered debilitating physical and emotional traumas as a result of parental neglect or abuse. But instead of finding a sense of security and stability to help heal their wounds, they often languish in the foster care system, moving from placement to placement and school to school. This instability has a powerful effect on their success in school. They must adjust to new friends, teachers, group norms inside and outside of the classroom, new educational expectations and curricula, and the pace at which material is taught. These changes can

¹ Information for Background and Purpose from: Ayasse, Robert H. (1995) *Addressing the needs of foster children: The foster youth services program*. Social Work in Education, 17(4), 206-216.

be overwhelming and debilitating.

When foster children experience changes in care and school placements, knowledge of their educational needs often stays with the prior group home or school. Added to the emotional disturbance and adjustments they face are the stresses of falling behind academically, losing academic credit, and losing contact with persons who are aware of their health and welfare needs. These conditions can lead to a greater number of behavioral problems that can seriously affect their academic process and the stability of their placements in school and foster care.

In an effort to support children in their foster care and school placements, some county offices of education and school districts have implemented programs to support their educational and emotional needs and reduce foster care drift. In 1973, four school districts began Foster Youth Services (FYS) programs to provide advocacy, tutoring, instruction, and other support services to enhance foster children's school success under the provisions of California Education Code sections 42920-42925. The Legislature established uniform data collection in 1988, requiring biannual reports on FYS program effectiveness. In 1992, it added two additional FYS programs to the original four.

Outcome data reveals the success of these projects with gains for 85 percent of students receiving tutoring services, expulsion rates at a low half percent, and student attendance rates at 96 percent. Powerful gains from tutoring services result in an average rate of academic growth of two months for each month of tutoring.

The demonstrated success of these six FYS project sites resulted in continuing legislative support of the existing programs and additional support for program expansion. Funding for the expansion of countywide FYS programs, enacted with SB 933 (Chapter 311, Statutes of 1998, Thompson), has been provided since 1998 in the annual Budget Bill. The intent of the Countywide Foster Youth Services Program is to make foster youth services available to every child and youth, ages 4 to 21, residing in a licensed children's institution (group home) throughout California.

The long-term, ultimate goals of the Countywide Foster Youth Services Program are to:

- improve pupil academic achievement,
- reduce incidence of pupil discipline problems or juvenile delinquency, and
- reduce rates of pupil truancy and dropout.

B. Purpose

Improving Results for Foster Youth

It is essential to recognize, identify, and plan for the critical and unique needs of children residing in licensed children's institutions. A high percentage of foster children work substantially below grade level, are retained at least one year at the same grade

level, and eventually drop out of school. Without programs specifically designed to meet their individual needs, foster children frequently experience difficulties in the criminal justice and welfare systems when they become adults.

Rarely do school staff, caregivers, or placement workers have the time, expertise, or inclination to make sure that the educational needs and rights of each foster child are properly addressed. Placement changes often occur without planning and preparation, and student's records are often lost or misplaced when their placements change. If their health and school records are transferred, credits for courses fully or partially completed are often omitted from transcripts, jeopardizing the students' chances for accumulating sufficient credits to graduate.

FYS programs have the ability and authority to ensure that health and school records are obtained. By establishing appropriate placements and coordinating instruction, counseling, tutoring, mentoring, vocational training, emancipation services, training for independent living, and other related services, they increase the stability of placements for foster children and youth. These services also improve the children's educational performance and personal achievement, directly benefiting them as well as providing long-range cost savings to the state.

Interagency Collaboration for Systemic Reform

Schools are a natural focal point for identifying foster children's academic and behavioral problems and needs. Through interagency collaboration, one of the program's most vital aspects, FYS providers work with social workers, probation officers, group home staff, school staff, and community service agencies to influence foster children's day-to-day routine both during and after school. Their goals are to stabilize foster care placement and to enhance academic success.

FYS programs can also collaborate with, complement, and supplement a variety of existing support services to help ensure delivery of comprehensive support services to meet the unique needs of foster children and youth. These include Title 1 Neglected and Delinquent Youth program services and Healthy Start services as well as services provided by Systems of Care, Special Education Learning Plan Areas (SELPAs), Pupil Motivation and Maintenance Programs, One-Stop Centers, and Independent Living Skills Programs (ILP).

C. Key Concepts

SB 933 set into motion a number of activities and concepts at the state and local level that directly involve participants in the countywide FYS program. Many of these legal mandates are intended to ensure a coordinated effort to protect foster youth and secure appropriate, stable placements. A number of California Code sections reinforce the importance of this collaborative effort and provide an avenue for service delivery and coordination for foster youth in group care.

Educational Options for Foster Youth

Welfare and Institutions Code section 48850 mandates that every county office of education provide information to placing agencies and care providers on educational options for children residing in licensed children's institutions.

Placement Notification of Local Education Agency (LEA)

Welfare and Institutions Code section 48852 mandates every agency that places a child in a licensed children's institution to notify the local educational agency at the time a pupil is placed. As part of that notification, the placing agency is required to provide any available information on past educational placements to facilitate prompt transfer of records and appropriate educational placement.

County Multidisciplinary Teams

Family Code section 7911.1 mandates the State Department of Social Services to investigate any threat to the health and safety of children placed by a California county social services agency or probation department in an out-of-state group home. Counties are required to obtain an assessment and placement recommendation by a county multidisciplinary team for each child in an out-of-state group home facility. The multidisciplinary team must consist of participating members from county social services, county mental health, county probation, county superintendents of schools, and other members as determined by the county.

Health and Education Passport

Welfare and Institutions Code section 16000 and Education Code section 49069.5 responds to the disruption of the educational experience for pupils in foster care that results from increased mobility. Whenever an LEA with which a pupil in foster care has most recently been enrolled is informed of the pupil's next educational placement that LEA must cooperate with the county social service or probation department to ensure that educational background information for that pupil's health and educational record is transferred to the receiving LEA in a timely manner.

This information must include at a minimum the following information:

1. the location of the pupil's records,
2. the last school and teacher of the pupil,
3. the pupil's current grade level, and
4. any information deemed necessary to enable enrollment at the receiving school, to the extent allowable under state and federal law.

Notice must be made within five working days and information transferred within five additional working days of receipt of information regarding the new educational placement of the pupil in foster care.

Mental Health Services

Welfare and Institutions Code section 5867.5 mandates that county mental health departments that receive full System of Care funding to provide to children served by county social services and probation departments a number of services. These include mental health screening, assessment, participation in multidisciplinary placement teams and specialty mental health treatment services for children who meet the definition of medical necessity placed out-of-home in group care. Services are provided to the extent resources are available.

Collaborative Efforts

Welfare and Institutions Code section 18987.6 permits all counties to provide children with service alternatives to group home care through the development of expanded family-based services programs and to expand the capacity of group homes to provide services appropriate to the changing needs of children in their care. This Code section encourages collaboration among parents, county welfare departments, county mental health departments, county probation departments, county health departments, special education local planning agencies, school districts, and private service providers for the purpose of planning and providing individualized services for children and their birth or substitute families. This Code section ensures local community participation in the development of innovative delivery of services by county placing agencies and service providers and the use of the service resources and expertise of nonprofit providers to develop family-based and community-based service alternatives.

Statewide Collaboration

SB 933 also mandates collaborative effort at the state level, requiring the State Department of Social Services to convene a working group of representatives of County Welfare Directors, the Chief Probation Officers, foster and former foster youth, group home providers, and other interested parties. The working group must develop protocols outlining the roles and responsibilities of placing agencies and group homes regarding emergency and non-emergency placements of foster children in group homes. The protocols must address all of the following:

- relevant information regarding the child and family that placement workers must provide to group homes, including health, mental health, and education information pursuant to Section 16010 of the Welfare and Institutions Code;
- appropriate orientations to be provided by group homes for foster children and, if appropriate, their families, after a decision to place has been made;
- county and provider responsibilities in ensuring the child receives timely access to treatment and services to the extent they are available and identified in the child's case plan and treatment plan, including multidisciplinary assessments provided in counties involved in the Systems of Care Program;
- county and provider responsibilities in the periodic monitoring of foster children to ensure the continued appropriateness of the placements and continued

- progress toward achieving the case plan and treatment plan goals; and
- appropriate mechanisms, timelines, and information sharing regarding discharge planning.

Recommendations to the Judicial Council

SB 933 recommends that the Judicial Council adopt appropriate rules, standards, and forms regarding the educational placement of children placed in foster care. The purpose of the recommendation is to ensure that state courts routinely indicate the party that maintains or assumes the educational rights of a child placed in foster care in order to facilitate the child's prompt educational placement. When the parent maintains educational authority for the child, the parent also has a right to designate another person or entity to maintain educational authority. The Judicial Council is also encouraged to ensure that state courts consistently authorize the agencies that place children in foster care to receive the children's records.

Licensed Children's Institutions

Senate Bill 933 outlines the Legislature's focus on defining the role of *group care* as a critically important step to reforming the current out-of-home care system. **In an effort to support this legislative intent and to best utilize available funding, "Licensed Children's Institutions" is narrowly defined as "group homes" for the purpose of this application.**

Welfare and Institutions Code section 11400(h) defines "group home" as *a non-detention privately operated residential home, organized and operated on a nonprofit basis only, of any capacity, that provides services in a group setting to children in need of care and supervision, as required by paragraph (1) of subdivision (a) of Section 1502 of the Health and Safety Code.*

This narrow definition does not include: a "foster family agency" as defined in Health and Safety Code Section 1502 (a) (4) as *any organization engaged in the recruiting, certifying, and training of, and providing professional support to, foster parents, or in finding homes or other places for placement of children for temporary or permanent care who require that level of care as an alternative to a group home. Private foster family agencies shall be organized and operated on a nonprofit basis.*

Nor does the definition of group home include a "foster family home" as defined in Health and Safety Code section 1502 (a) (5) as *any residential facility providing 24-hour care for six or fewer foster children that is owned, leased, or rented and is the residence of the foster parent or parents, including their family, in whose care the foster children have been placed. The placement may be by a public or private child placement agency or by a court order, or by voluntary placement by a parent, parents, or guardian. It also means a foster family home.*

II. Grant Information

A. Applicant Eligibility

Eligible applicants for the new countywide FYS grants include county offices of education, a consortium of school districts in cooperation with the county office of education, or a consortium of counties as a single applicant. Applicants may not have received funding for this program in 1998 or 1999. **The Department will accept only one application per county or consortium.**

B. Critical Dates for 2000-2001 Grants

June 30, 2000	Applications due at the CDE for review and evaluation
July 14, 2000	Grants for 2000-2001 awarded to counties with approved plans
July 31, 2000	Grant Award Agreements and Letters of Augmentation mailed reallocating unclaimed funds for 2000-2001

C. Submission and Evaluation of Applications

One (1) signed original application and two (2) copies must be received in the Educational Options Office by 4:00 p.m. on June 30, 2000 to be eligible for review, evaluation, and award of grants by July 14, 2000. The Countywide Foster Youth Services Program grants are noncompetitive, however all applications must fulfill the requirements and meet the standards and conditions specified in this application. Applications that do not meet the requirements and standards will be returned to the applicants for further work.

Any applications returned to counties for further work must be resubmitted to the Educational Options Office within seven full working days of the date the county is notified that it did not meet the required quality standards as originally submitted.

The application must be presented in a narrative format demonstrating ability to meet all the qualifications, requirements, standards, and conditions specified in the RFA. Incomplete applications will be considered non-responsive and will be returned to the applicant. A complete application package will include all of the items on the checklist (Attachment A). Applicants are advised to use express, certified, or registered mail. Transmission by electronic mail (modem) or facsimile (fax) is not acceptable. Send or deliver completed applications labeled Application for Foster Youth Services Program Grant to:

Educational Options Office
660 J Street, Suite 400
Sacramento, California 95814
Attention: John Boivin

Applications are to be printed on 8 1/2" by 11" white paper, using Times Roman or a

similar font in size 12. A maximum of four pages per content section will be accepted. All applicants must follow the instructions provided in this RFA.

The state reserves the right to reject any or all applications and may waive any immaterial deviation in any application. The State's waiver of any immaterial defects shall not excuse the applicant from full compliance with the application terms.

Modification to budgets and program plans will be required in the event that grant funds are made available during this legislative session to broaden the scope of service from children who reside in group homes to all foster youth.

D. Withdrawal of Applications

Any application may be withdrawn at any time prior to the RFA Submission Deadlines specified above, provided that a request in writing, executed by the applicant's duly authorized representative for withdrawal of such application is delivered to the Educational Options Office prior to the scheduled closing time for receipt of applications.

E. Required Program Components

Local Advisory Group

Formation of a countywide FYS program advisory group of collaborative partners is essential. The purpose of the advisory group is to plan the countywide FYS program, to provide input to the grant application to be submitted to the Department of Education, to advise on the direction of program services and, as appropriate, to collaborate in providing those services.

Services

The new Countywide FYS programs are expected to assist students in working with their placing agency, the court system(s), public and private health and mental health agencies, and educational service providers. The program design should incorporate a case management model. Services to be provided or coordinated by FYS programs on behalf of students residing in group homes under the county's jurisdiction will include:

- educational assessments;
- facilitating transfer of the Health and Education Passport, described in Education Code section 49069.5 and Welfare and Institutions Code section 16010, including the following:
 - ◆ the location of the student's records,
 - ◆ the student's last school and teacher,
 - ◆ the student's current grade level, and
 - ◆ any information deemed necessary to enable enrollment at the receiving school, to the extent allowable under state and federal law;

- tutoring;
- mentoring;
- counseling;
- transitioning services, including vocational training, emancipation services, and training for independent living;
- mainstreaming into a public school setting; and
- advocacy training for program staff, group home staff, and foster parents.

Funding for the countywide FYS program is based on the number of children residing in group homes under the county's jurisdiction regardless of where the child is placed. When students move from one county to another, the countywide FYS programs are expected to cooperatively facilitate transfer of their vital records and coordinate support services to ease the transition.

Reporting

As with any program, the new countywide FYS programs will be held accountable for progress and results in both the coordination and delivery of services and the collaboration between partners. Each countywide FYS program grantee will be required to submit a report to the Superintendent of Public Instruction (SPI) at the end of each school year.

SB 933 stresses the importance of the collaborative process at the local level. The countywide FYS program emphasizes the need for education to be an active partner in the collaborative process of planning, program development, and ongoing program involvement. The end-of-year report for new applicants will focus on progress in implementation of the new countywide FYS program and progress made in developing a comprehensive collaborative process. This phase of reporting will focus on the local advisory group, its makeup of collaborative partners, progress made toward program development, mechanisms developed and impact made on providing health and education records in an efficient and expeditious manner, and community concerns to be addressed by the group.

The second phase of reporting will focus on indicators of program activities. Reporting will focus on evidence of the program's achievement of its goals and objectives, including quantitative data regarding services provided, pupil academic achievement, incidence of pupil discipline problems or juvenile delinquency, and pupil dropout and truancy rates.

As required by Education Code section 42923, the Superintendent of Public Instruction will prepare and submit reports to the Legislature and the Governor on the services provided to foster children. Grantees are also required to provide advice and assistance to the Department in preparing these biennial reports. The next report is due on February 15, 2002. The report is to include:

- recommendations regarding continuation of services;

- recommendations regarding effectiveness of the services;
- recommendations regarding broadening the application of services. and
- information to determine whether services have resulted in a quantitative improvement or deterioration in any of the following indicators:
 - ◆ improved pupil academic achievement,
 - ◆ reduced incidence of pupil discipline problems or juvenile delinquency,
 - ◆ reduced rates of pupil truancy and dropout, and
 - ◆ a discussion of the meaning and implications of the findings.

Budget

It is anticipated that the 2000 Budget Bill will provide at least \$6 million in funding for fiscal year 2000-2001 to support existing programs and expand the Countywide Foster Youth Services Program. As required by law, funding distribution will be proportionate to the number of children residing in licensed children's institutions (group homes) within each of the 58 counties. The intent of the Senate Budget Committee and the Legislature was to ensure that foster youth services are available to every foster child in a group home in every county. **The county of jurisdiction is responsible for the child placed by their county regardless of whether or not the child is placed in county. Funding is, therefore, based on the county of jurisdiction.** See Attachment B for anticipated funding levels for each county. Neighboring counties may choose to submit a joint application for funding (See Attachment D).

FYS program grant funds must supplement, not supplant, existing services. Schools are prohibited from using FYS program funds to pay for existing levels of service or to make up for budget cuts. Also, funds may not be used for out-of-state travel.

Program Planning Funds. Applicants may use a portion of their first year funds for the purposes of planning and developing a single application for the county. Planning funds may be used for:

- materials, services, and staff salaries required to carry out the planning and application process;
- travel expenses for training, resource coordination, and meetings; and
- contracted service providers to assist in developing the countywide program plan, or to provide technical assistance.

Operational Funds. Applicants may use operational funds for the following purposes:

- staff salaries (including project management, coordination of services, case management, and service delivery personnel);
- materials and services required by staff and other agency personnel;
- training and cross-training of staff, service providers, and others involved in providing support to foster children;
- equipment dedicated to Foster Youth Services Program use, including computer equipment for program management, data collection, and evaluation; and
- contracting for service providers to implement programs, provide technical

assistance or services, or evaluate programs.

Applicants will be required to submit a budget and budget narrative for fiscal year 2000-2001 that include the costs of planning and initial implementation of the countywide FYS program.²

Applicants are encouraged to use matching funds to supplement the funding provided by the countywide FYS grant. Indirect costs may not exceed the approved rate listing for FY 2000-2001 (released by the Department's Financial Accountability and Information Services Office). These rates are the official rates to be applied to all federal and state programs that allow indirect cost reimbursement.

F. Clarification of this RFA

Any prospective applicant needing additional clarification on this RFA should contact:

John Boivin, FYS Program Coordinator
Phone: (916) 445-6217
E-mail: jboivin@cde.ca.gov
Educational Options Office
660 J Street, Suite 400
Sacramento, CA 95814
FAX: (916) 323-2039

III. Application Content

A. Grant Narrative

Planning for a system of collaborative countywide services and support of foster youth is expected to require a significant investment of time and resources. The process must be collaborative and must lead to clear specification of the need for foster youth services within the county, the objectives of the local FYS program, the manner in which services will be provided, and provisions that will be made for collecting data and reporting outcomes.

Applications must include a section addressing each of the following (Each section may be a maximum of four pages.):

1. Local Advisory Group Collaboration

²Description of these expenditure classifications can be obtained from the *California School Accounting Manual*. Available from the CDE Publication Sales Unit for \$12.00 each plus sales tax at (800) 995-4099.

The local FYS advisory group of collaborative partners will be critical to the success of the planning process and ongoing operation of each countywide FYS program. Advisory groups should include representation from all agencies and organizations that serve foster youth residing in group homes. Participants are strongly encouraged to include representatives from the county office of education and school districts that serve children residing in group homes as well as representatives of the courts, SELPAs, county child protective services, county probation, county mental health, the county health department, group home providers, advocates representing children in group homes, youth in long-term foster care³, and education or support service programs that serve foster children. Counties may utilize advisory groups that have been established for other purposes if they include or can be augmented to include this representative makeup.

Applicants must demonstrate strong evidence that collaborative partners have provided substantive input into development of the countywide FYS program plan. This can be demonstrated through documentation of meetings and letters of support for the FYS program plan. Collaborative participation on the part of local education agencies (LEAs), county social services, probation, and community representatives should also be integral to the countywide coordination and delivery of services proposed in the FYS plan. Such a case management model for assessing need, providing services, making referrals, coordinating with school programs, and sharing information about individuals across agencies will greatly enhance the likelihood that appropriate services are provided.

2. Countywide Need for FYS Program

Applicants must describe the unique make-up of the foster youth population within their county; provide a summary of the number, geographic location, and characteristics of group homes in the county; and identify the specific LEAs, government agencies, and community based organizations that provide services to foster youth residing in the group homes. A full picture of the context within which foster youth services will be provided should include a description of how children matriculate into the foster care system, how they get placed in group homes, and how this process affects their educational placement. The point or points in the process at which foster children will be identified for referral to the countywide FYS program must be identified.

3. Existing Resources

Applicants must identify the strengths and weaknesses of resources that currently exist for foster youth in the county and demonstrate how the countywide FYS grant

³ The California Youth Connection (CYC) is a resource to facilitate the identification of youth who might serve on local advisory groups. CYC can be contacted at (800) 397-8236.

funds will **supplement, rather than supplant**, existing resources. Consistent with the case management model, applicants are required to describe and illustrate how foster youth services will be coordinated with existing programs to better meet children's needs. For example, this may involve identifying services that are available to foster youth in a group home through federal Title 1 Neglected and Delinquent Youth program services, Healthy Start services, or services provided by Systems of Care, SELPAs, and Independent Living Programs. Assessment of existing resources will assist the countywide FYS program planning group to identify gaps in service to foster youth and to design the countywide FYS program to fill identified gaps.

4. Goals and Objectives

Applicants must state the goals and objectives of the FYS program they have designed to meet the needs they have identified in the context of resources already existing within the county. They must also describe the outcome measures — including measures of pupil academic achievement, incidence of pupil discipline problems or juvenile delinquency, and pupil dropout and truancy — that will be used to evaluate their attainment of the goals and objectives.

5. Program Design and Content

Grant applicants will be required to describe the unique countywide FYS program they have designed to provide services that will achieve the goals and objectives that they have set. The program description should specify the nature and extent of the activities that will be carried out in support of each objective as well as the persons and positions responsible for accomplishing them.

6. Organizational Structure

Specify the organizational structure and staffing arrangements through which foster youth services will be provided to residents of group homes. Commitment of staff and other resources may be accomplished through repositioning and modifying the roles of existing staff and/or establishing new positions for program administration and service delivery. Clear roles and responsibilities of staff must be developed and summarized on the grant application.

7. Measuring and Reporting Outcomes

Grant applicants will be required to establish a baseline of data for foster children in group homes within the county and to collect data for annual reports to the Department. The FYS plan should include operational definitions of data elements to be collected and describe the provisions that will be made for collecting, reporting, and evaluating the program outcomes.

8. Timeline

Grant applicants must provide a timeline identifying the key tasks and program activities to be carried out each month. The timeline should start at the beginning of the fiscal year 2000-2001 planning process and extend through June 30, 2001.

B. Budget and Budget Narrative

Applications must provide an itemized budget and budget narrative covering the costs of planning and initial operation of the FYS program. The budget must use the budget categories identified in the California School Accounting Manual (refer to sample budget format, Attachment F). It must identify the portion of costs covered by FYS program funding, per se, and the portion provided from other sources.

The Budget Narrative must take into account and describe how funding relates to:

- the number of eligible youth to be served;
- the kinds of programs, activities, interventions, and services to be provided to eligible youth;
- the number of paid personnel and consultants necessary for the program;
- training costs for the providers;
- operational costs, such as printing, supplies, telephone, copying, postage, and equipment rental; and
- collection of data and preparation of the annual report.

Refer to Required Program Components, Budget, on pages 10 and 11 for detailed information regarding the use of planning and operational funds.

Applicants are encouraged to use matching funds to supplement the funding provided by the countywide FYS grant. Indirect costs may not exceed the approved rate listing for FY 2000-2001 (released by the Department's Financial Accountability and Information Services Office). These rates are the official rates to be applied to all federal and state programs that allow indirect cost reimbursement.

C. Requirements, Forms, and Certifications

1. Application Format. Applicants must comply with the format and content requirements detailed in this application. CDE will screen applications for completeness.
2. Application Cover Sheet. All applications must include an Application Cover Sheet (Attachment C) as the first page. The Application Cover Sheet must include an original signature of the County Superintendent of Schools, identify the person, office, district or agency designated to provide program services, and must designate the program contact person.
3. Program Narrative. The applicant must include a Program Narrative that demonstrates the applicant's ability to meet all qualifications, requirements, and

standards in the RFA. The program narrative will follow the sequence provided in the Grant Narrative section of this RFA.

4. Consortium Signature Form. For those county offices of education that have formed a consortium to apply for funds, a Consortium Signatures Form (Attachment D) must be completed.
5. Collaborative Signatures Form. All applicants must include a completed Collaborative Signatures Form (Attachment E). The Collaborative Signatures form will list local participating agencies who have the responsibility for providing advice on the direction of program services, and as appropriate, to collaborate in providing those services.
6. Drug-Free Workplace Certification (Attachment G). Applicants are required to provide certification that they will maintain a drug-free workplace, as required by Government Code section 8355.

IV. Application Review

Each application will be reviewed to determine whether it is responsive to the requirements as described in this RFA. A two-step evaluation process—screening for technical requirements and evaluation of content—will lead to determination that the application merits a grant award. The Department of Education reserves the right to return for revision and/or further development any applications that do not meet either technical or content requirements.

Applications will be screened and reviewed as follows:

A. Step 1: Screening for Technical Requirements

Adherence to the following application requirements will be on a yes/no basis. The application will be screened for the following :

1. Required number of copies of the application, one original and two copies, all with the prescribed signatures and attachments.
2. Application typed on the prescribed paper size, in the prescribed font, within the four page per section limit, bound or stapled.
3. Required forms submitted with each copy of the application.
 - a) Completed Application Cover Sheet (Attachment C) with original signature
 - b) Table of Contents
 - c) Application Content Sections
 1. Local Advisory Group
 2. Countywide Need for FYS Program
 3. Existing Resources
 4. Goals and Objectives

5. Program Design and Content
 6. Organizational Structures
 7. Measuring and Reporting Outcomes
 8. Timeline
 9. Budget and Narrative
- d) Forms and Certifications

Applications that do not comply with Step 1 will be returned to the applicant. They may be resubmitted within seven working days after the missing or incomplete components have been added.

B. Step 2: Evaluation of Content

Applications meeting Step 1 requirements will be evaluated and scored. The application will be reviewed for content completeness, clarity, and quality of response of each required section.

Each of the following sections of the application have a potential point value. A cumulative score of 120 is possible. Applications that do not address the specific requirements and standards, and achieve a minimum of 90 points on the overall quality evaluation and 75% on each of the ten individual sections, will be returned to the applicants for further work.

1. Local Advisory Group (Maximum = 20 points)

The applicant has described and documented the composition of the local advisory group — including broad representation from the variety of agencies, organizations, services, advocates, and others interested in serving foster youth residing in group homes — that has been formed to collaborate in planning and delivering the FYS Program within the county.

The applicant has provided evidence that these collaborative partners have given substantive input into development of the countywide FYS program plan and that they are committed to playing an integral role in the ongoing coordination and delivery of services proposed in the FYS plan.

2. Countywide Need for FYS Program (Maximum = 10 points)

The applicant has clearly described the unique make-up of the foster youth population within the county; has provided a summary of the number, geographic location, and characteristics of group homes in the county; and has identified the specific LEAs, government agencies, and community-based organizations that provide services to foster youth residing in those group homes.

The applicant has also provided a full picture of the unique context within which

foster youth services will be provided in this county — including a description of how children matriculate into the foster care system, how they get placed in group homes, and how this process affects their educational placement. The point or points in the process at which foster children will be identified for referral to the countywide FYS program are clearly identified.

3. Existing Resources (Maximum = 10 points)

The applicant has identified specific strengths and weaknesses of resources that currently exist for foster youth in the county, has identified gaps in service, and has demonstrated how the countywide FYS grant funds will **supplement, rather than supplant**, existing resources by filling these gaps.

Consistent with a case management model, the applicant has described and documented how the FYS program will coordinate its services with those of existing programs including, but not limited to the federal Title 1 Neglected and Delinquent Youth program, Healthy Start, Systems of Care, SELPAs, and Independent Living Programs, to better meet children's needs.

4. Goals and Objectives (Maximum = 10 points)

The applicant has clearly stated the major goals and objectives of the countywide FYS program proposed to meet the needs identified in 2., above, in the context of resources already existing within the county (item 3. above).

The applicant has described the outcome measures — including, but not limited to measures of pupil academic achievement, incidence of pupil discipline problems or juvenile delinquency, and pupil dropout and truancy — that can reasonably be used to evaluate the program's attainment of the stated goals and objectives.

5. Program Design and Content (Maximum = 20 points)

The applicant has provided a detailed description of the unique countywide FYS program and services proposed to achieve the goals and objectives stated in item 4 above. The program description specifies the nature and extent of the activities that will be carried out in support of each objective as well as the persons and positions responsible for accomplishing them.

6. Organizational structure (Maximum = 10 points)

The applicant has clearly specified the organizational structure and staffing arrangements through which foster youth services will be provided to residents of group homes throughout the county. The roles and responsibilities of FYS

program staff as well as those of collaborative partners essential to accomplish the proposed program objectives have been summarized in the grant application.

7. Measuring and Reporting Outcomes (Maximum = 10 points)

The applicant has presented a workable plan to develop a baseline of data for foster children in group homes within the county and has described strategies to be used in collecting the data required for annual reports to the Department.

The applicant has provided operational definitions of the data elements and/or indicators to be collected and has described the provisions that will be made for collecting and reporting these data and evaluating the program outcomes identified in item 6 above.

8. Timeline (Maximum = 10 points)

The applicant has provided a detailed timeline identifying the key tasks and FYS program activities proposed to be carried out each month and the persons responsible for accomplishing each task or activity. The timeline starts at the beginning of the county's 2000-2001 planning process and extends through June 30, 2001.

9. Budget (Maximum = 10 points)

The applicant has provided an itemized budget and budget narrative covering the costs of planning and initial operation of the FYS program. The budget uses the budget categories identified in the California School Accounting Manual (refer to sample budget format, Attachment F). It identifies the portion of costs covered by FYS program funding, per se, and the portion provided from other sources.

The budget takes into consideration limitations and guidelines provided on pages 10, 11, and 14 of this RFA.

10. Holistic Reading of Application content (Maximum = 10 points)

The application will be reviewed on the overall quality of its response to the requirements of this RFA.

C. Grievance Process

Protests to the grant award shall be filed within five (5) working days of the notice of intent to award. Only those organizations that submitted applications may protest the grant award. Protest shall be limited to the grounds that CDE failed to correctly apply the

standards for reviewing the format requirements or evaluating the applications as specified in the RFA. The protesting applicant must file a full and complete written appeal, including the issue(s) in dispute, the legal authority or other basis for the protester's position, and the remedy sought. Protests must be addressed to:

Henry Der, Deputy Superintendent
Education Equity, Access and Support Branch
California Department of Education
721 Capital Mall
Sacramento, California 95814

V. Grant Award Terms

The award of grants is based on the grant application process described above. A notice of proposed awardees for the June 30, 2000 application deadline will be posted July 31, 2000 at the CDE's Educational Options Office, 660 J Street, Suite 400, Sacramento, California 95814. Applications and score sheets will be available for review for a five-day period only, from July 31, 2000 to August 4, 2000. Thereafter, only telephone and written requests for comments/score sheets will be accepted. Successful applicants will be notified by mail of the intent to award a grant.

A. Compensation

Seventy-five percent of the awarded funds will be provided at the beginning of the grant period and the remaining twenty-five percent will be provided upon receipt of a complete year-end report.

B. Retention of Records

Grantees shall maintain accounting records and other evidence pertaining to costs incurred with the provisions that they shall be kept available by the county during the grant period and thereafter for five full years from the date of final payment. The California Department of Education must be permitted to audit, review and inspect the grantee's activities, books, documents, papers and records during progress of the work and for five years following final payment.

VI. Resources

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- Barth, R., Prince, A. (1999) *Shared family care: Providing services to parents and children placed together in out-of-home care*. Child Welfare, 78(1), 88-107.
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- Clark, H.B., Lee, B., Prange, M.E., and McDonald, B.A. (1996) *Children lost within the foster care system: Can wraparound strategies improve placement outcomes*. Journal of Child and Family Studies, 5(1), 39-54.
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- Kossick, K. (1999) *Great start young adult program: Transitions services to foster youth*. Sacramento, CA: Sacramento Employment and Training Agency.
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VII. Attachments

2000-2001 Countywide Foster Youth Services Grant Application

Application Package Checklist

Please Return Checklist with Request for Application

This checklist is provided to assist potential applicants in the preparation of their applications and shall not relieve applicants of responsibility for compliance with any and all requirements of this RFA.

- ☐ Required number of copies of the application, one original and two copies, all with the prescribed signatures and attachments.
- ☐ Application typed on the prescribed paper size, in the prescribed font, within the four page per section limit, bound or stapled.
- ☐ Required forms submitted with each copy of the application.
 - ☐ Completed Application Cover Sheet (Attachment C) with original signature
 - ☐ Table of Contents
 - ☐ Application Content Sections
 - ☐ Local Advisory Group
 - ☐ Countywide Need for FYS Program
 - ☐ Existing Resources
 - ☐ Goals and Objectives
 - ☐ Program Design and Content
 - ☐ Organizational Structures
 - ☐ Measuring and Reporting Outcomes
 - ☐ Timeline
 - ☐ Budget and Narrative
 - ☐ Forms and Certifications
 - ☐ Drug-Free Workplace Certification
 - ☐ Consortium Signatures Form
 - ☐ Collaborative Signatures Form

Countywide Foster Youth Services Program Approximate Fiscal Year 2000/2001 Funding

COUNTY	Welfare	Probation	TOTAL	2000/2001 Funding
TOTAL	8,132	4,972	13,113	\$ 5,998,434
Alameda	285	261	546	\$ 224,488
Alpine	1	1	2	\$ 20,408
Amador	3	8	11	\$ 20,408
Butte	13	73	86	\$ 40,816
Calaveras	4	7	11	\$ 20,408
Colusa	0	19	19	\$ 20,408
Contra Costa	174	87	261	\$ 122,034
Del Norte	2	6	8	\$ 20,408
El Dorado	10	22	32	\$ 20,408
Fresno	79	194	273	\$ 122,034
Glenn	8	8	16	\$ 20,408
Humboldt	14	10	24	\$ 20,408
Imperial	25	65	90	\$ 40,816
Inyo	1	15	16	\$ 20,408
Kern	63	111	174	\$ 81,632
Kings	15	22	37	\$ 20,408
Lake	15	20	35	\$ 20,408
Lassen	3	6	9	\$ 20,408
Los Angeles	4,704	827	5,531	\$ 2,265,288
Madera	3	13	16	\$ 20,408
Marin	17	55	72	\$ 40,816
Mariposa	0	12	12	\$ 20,408
Mendocino	13	21	34	\$ 20,408
Merced	10	82	92	\$ 40,816
Modoc	1	15	16	\$ 20,408
Mono	1	2	3	\$ 20,408
Monterey	30	79	109	\$ 61,224
Napa	11	24	35	\$ 20,408
Nevada	10	16	26	\$ 20,408

COUNTY	Welfare	Probation	TOTAL	2000/2001 Funding
TOTAL	8,132	4,972	13,113	\$ 5,998,434
Orange	569	120	689	\$ 285,712
Placer	31	55	86	\$ 40,816
Plumas	2	14	16	\$ 20,408
Riverside	261	327	588	\$ 244,896
Sacramento	296	200	496	\$ 203,390
San Benito	8	28	36	\$ 20,408
San Bernardino	236	694	930	\$ 387,752
San Diego	448	229	677	\$ 285,712
San Francisco	148	73	221	\$ 102,040
San Joaquin	44	173	217	\$ 102,040
San Luis Obispo	27	61	88	\$ 40,816
San Mateo	32	93	125	\$ 61,224
Santa Barbara	27	85	112	\$ 61,224
Santa Clara	183	177	360	\$ 163,264
Santa Cruz	21	31	52	\$ 40,816
Shasta	29	10	39	\$ 20,408
Sierra	0	2	2	\$ 20,408
Siskiyou	8	19	27	\$ 20,408
Solano	29	47	76	\$ 40,816
Sonoma	34	66	100	\$ 61,224
Stanislaus	16	84	100	\$ 61,224
Sutter	10	26	36	\$ 20,408
Tehama	6	21	27	\$ 20,408
Trinity	1	9	10	\$ 20,408
Tulare	31	142	173	\$ 81,632
Tuolumne	2	5	7	\$ 20,408
Ventura	88	51	139	\$ 61,224
Yolo	22	34	56	\$ 40,816
Yuba	17	15	32	\$ 20,408

Counties that are shaded have Foster Youth Services Programs in place.

2000-2001 Countywide Foster Youth Services Grant Application

Application Cover Sheet

Original and two copies must be received by **4:00 PM, June 30, 2000**, addressed to:

John Boivin, California Department of Education, Educational Options Office, 660 J Street, Suite 400,
Sacramento, CA 95814

Program Title Countywide Foster Youth Services (FYS) Program Grant		Fund Duration: July 1, 2000 – June 30, 2001	
County Office of Education:		Total Funds Requested (See Attachment B): \$	
Address:		Telephone Number ()	
City: Zip:		Fax Number ()	
County Superintendent of Schools (Type or Print):		County Contact Person: Contact Person Telephone: () Email:	
Consortium of Counties? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, list counties in consortium:			
Designated District or Agency Applicant (If other than County Office):		Applicant Contact Person:	
Address:		Telephone Number: () Email:	
City: Zip:		Fax Number: ()	
Authorization: I will accept this grant on behalf of the grantee named above. I have read the conditions contained in this grant application, and I agree to comply with all requirements as a condition of grant funding.			
Signature of County Superintendent (or Assistant Superintendent)		Date	
California Department of Education Use Only		Application Status	
Technical Requirement Review	Yes	No	<input type="checkbox"/> Qualified for Review <input type="checkbox"/> Disqualified
Received by deadline	<input type="checkbox"/>	<input type="checkbox"/>	Reviewed by:
Original and two copies	<input type="checkbox"/>	<input type="checkbox"/>	Name:
Completed coversheet/signatures	<input type="checkbox"/>	<input type="checkbox"/>	Title:
Consortium Signatures (Optional)	<input type="checkbox"/>	<input type="checkbox"/>	Date:
Collaborative Signatures	<input type="checkbox"/>	<input type="checkbox"/>	
Required Forms and Format	<input type="checkbox"/>	<input type="checkbox"/>	

**2000-2001 Countywide Foster Youth Services
Grant Application****Consortium Signatures Form**
(Use only if applying as a consortium.)

Lead County, District, or Agency (Same as Application Cover Sheet):

Applications submitted as a consortium of counties or districts must provide the following information. Signatures indicate agreement to work collaboratively with the consortium. (Attach additional pages if needed.)

1. County / District:	Contact Information:
	Name:
County / District Superintendent:	Address:
	Phone #:
Signature of County / District Superintendent:	FAX #:
	E-Mail:
2. County / District:	Contact Information:
	Name:
County / District Superintendent:	Address:
	Phone #:
Signature of County / District Superintendent:	FAX #:
	E-Mail:

2000-2001 Countywide Foster Youth Services Grant Application**Collaborative Signatures Form**
(Local Advisory Group)

Lead County, District, or Agency (Same as Application Cover Sheet):

Please list participant representatives from the county office of education and school districts that serve children residing in group homes as well as representatives of the courts, SELPAs, county child protective services, county probation, county mental health, the county health department, group home providers, advocates representing children in group homes, youth in long term foster care¹, and education or support service programs that serve foster children as recommended in the RFA instructions. Attach additional pages if needed to list all of the collaborative partners.

Name	Signature	Agency Affiliation	Title

¹The California Youth Connection (CYC) is a resource to facilitate the identification of youth who might serve on local advisory groups. CYC can be contacted at (800) 397-8236.


2000-2001 Countywide Foster Youth Services Grant Application**Sample Budget****Refer to Attachment B for funding level.**

<u>Cost Category Services</u>	<u>Explanation of Expenditures</u>	<u>Grant Amount</u>	<u>Match (Not Required)</u>
1000	Certificated Personnel Salaries (List personnel by classification and describe their duties.)	\$	\$
2000	Classified Personnel Salaries (List personnel by classification and describe their duties.)	\$	\$
3000	Employee Benefits (Specify each benefit.)	\$	\$
4000	Materials and Supplies (Provide a list of general materials and supplies and indicate their use.)	\$	\$
5000	Services and Other Operating Expenses (List any additional services as operating expenses.)	\$	\$
Indirect Costs	Indirect costs may not exceed CDE's approved rate. Total categories 1000 to 5000 X indirect rate _____%.	\$ <hr/> <hr/>	\$ <hr/> <hr/>
TOTAL		\$	\$

DRUG-FREE WORKPLACE CERTIFICATION

STD. 21 (12/93)

I, the official named below, hereby swear that I am duly authorized legally to bind the prospective bidder, contractor or grant recipient to the certification described below. I am fully aware that this certification, executed on the date below, is made under penalty of perjury under the laws of the State of California.

COMPANY / ORGANIZATION NAME:	FEDERAL ID NUMBER.
BY (Authorized Signature) 	DATE EXECUTED.
PRINTED NAME OF PERSON SIGNING:	TELEPHONE NUMBER (Include Area Code): ()

TITLE:

CONTRACTOR/BIDDER FIRM'S MAILING ADDRESS:

The contractor or grant recipient named above hereby certifies compliance with Government Code Section 8355 in matters relating to providing a drug-free workplace. The above named contractor or grant recipient will:

1. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations, as required by Government Code Section 8355(a).
2. Establish a Drug-Free Awareness Program as required by Government Code Section 8355(b), to inform employees about all of the following:
 - (a) The dangers of drug abuse in the workplace,
 - (b) The person's or organization's policy of maintaining a drug-free workplace,
 - (c) Any available counseling, rehabilitation and employee assistance programs, and
 - (d) Penalties that may be imposed upon employees for drug abuse violations.
3. Provide as required by Government Code Section 8355(c), that every employee who works on the proposed contract or grant:
 - (a) Will receive a copy of the company's drug-free workplace policy statement, and
 - (b) Will agree to abide by the terms of the company's statement as a condition of employment on the contract or grant.
4. At the election of above named firm, from and after the "Date Executed" and until _____ (not to exceed 36 months), the state will regard this certificate as valid for all contracts or grants entered into between the contractor or grantee and this state agency without requiring the contractor or grantee to provide a new and individual certificate for each contract or grant. If the contractor or grantee elects to fill in the blank date, then the terms and conditions of this certificate shall have the same force, meaning, effect and enforceability as if a certificate were separately, specifically, and individually provided for each contract or grant between the contractor or grantee and this state agency.